

# Memo

**To:** Board of Managers  
**From:** Michael Younes, Director of Municipal Operations *My*  
**CC:** Shana Davis-Cook, Village Manager  
**Date:** 9/3/2014  
**Re:** Street Maintenance and Repair Contract Extension Request

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## **Background**

The Village's Street Maintenance and Repair contract is currently nearing the end of its extended term. The Contractor is in the process of completing the Village's largest paving project thus far to restore Village streets following the recent utility work. The overall work product and responsiveness of the Contractor has been exceptional over the course of the initial and extended contract terms. While staff does not foresee the need for any further repaving during the remainder of the fiscal year, it is good public policy to have a paving contractor under contract to respond to paving needs that could potentially arise.

## **Staff Recommendation**

Staff recommends that the Village exercise the second of our two (2) one-year options to extend the contract with A.B. Veirs and Sons, Inc.

## **Board Action**

If the Board concurs with staff's recommendation, staff requests authorization to exercise the second of two (2) one-year extension options with A.B. Veirs and Sons, Inc. The option year will run from September 20, 2014 through September 19, 2015.

**Draft Motion:** *I move to **APPROVE/DENY** staff's recommendation to direct the Village Manager to exercise the second of two (2) one-year extension options with A.B. Veirs and Sons, Inc.*

If the Board feels that the contract should be re-bid, staff would prepare bidding documents for solicitation and a new contract award would be placed on the Board's agenda at a later date.

## **Attachment**

- 1) Draft Contract Extension Letter

# CHEVY CHASE VILLAGE

ESTABLISHED 1890

September \_\_, 2014

A.B. Veirs and Sons, Inc.  
Attn: Michael Veirs, Vice-President  
7411-L Lindbergh Drive  
Gaithersburg, MD 20879

**Subject: One-Year Extension of Contract For Street Maintenance and Repair  
Services within Chevy Chase Village**

Dear Mr. Veirs:

I am pleased to inform you that, by this letter, Chevy Chase Village (the "Village") is exercising its second option to extend for one (1) year the contract by and between the Village and A.B. Veirs and Sons, Inc. (the "Contractor"), dated September 14, 2010 (the "Contract"). The aforementioned extension shall take effect on September 20, 2014. By exercising the second of two one-year options to which the Village is entitled under Paragraph Three of the Contract, the Contract shall now be in effect through September 19, 2015. The original Contract for Services is attached hereto as Attachment A for your reference.

Compensation under the contract shall remain in full force and effect for this extension year.

Please sign all three (3) original letters and return two (2) original letters to the following address at your earliest convenience:

Chevy Chase Village  
Attention: Mr. Michael Younes, Director of Municipal Operations  
5906 Connecticut Avenue  
Chevy Chase, Maryland 20815

## CHEVY CHASE VILLAGE

5906 Connecticut Avenue  
Chevy Chase, Maryland 20815  
Phone (301) 654-7300  
Fax (301) 907-9721  
ccv@montgomerycountymd.gov  
www.chevychasevillagemd.gov

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Kindly contact me at (301) 654-7300 should you have any questions. On behalf of Chevy Chase Village, we look forward to continuing to work with you over the coming year.

Sincerely,

Shana Davis-Cook  
Manager, Chevy Chase Village

Seen and Agreed by: \_\_\_\_\_  
Mr. Michael Veirs

Title: President, A.B. Veirs and Sons, Inc.

Date: \_\_\_\_\_

Attachment

